



**State of Connecticut  
Department of Developmental Services  
South Region  
104 South Turnpike Rd., Wallingford, CT 06492**



**VACANCY – PLEASE POST IMMEDIATELY**

**DATE:** June 14, 2013

**CLOSING DATE:** June 24, 2013

<b>POSITION</b>	SDSW1
<b>POSITION #</b>	023192
<b>LOCATION</b>	Franklin House, Franklin, CT
<b>SCHEDULE</b>	Full Time – Sunday, Tuesday, Thursday 10AM – 5PM; Monday 6AM – 1PM; Wednesday 1PM – 8PM

☒ FULL TIME

☐ PART TIME

70 HOURS PER PAY PERIOD

**DESCRIPTION OF DUTIES**

Coordinates and supervises or assists in supervision of a residential living program including assigning work and evaluating staff performance; assists in development of policies, programs and operational procedures; directs implementation of these policies, programs and procedures in accordance with state and federal regulations and needs of clients; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports and conferring with them on daily operational, disciplinary and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance and laundry; secures and distributes supplies and equipment for teaching strategies and clients personal needs; arranges for client transportation; monitors client fund spending; assists in unit response to surveys and inspections; coordinates, evaluates and may participate in residential care program within unit including care, feeding, clothing and treatment of clients; may provide orientation and in-service training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs and requisitions, etc.; may design and write residential living programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for clients; may administer first aid in emergency situations; performs related duties as required.

**SPECIAL QUALIFICATIONS/  
JOB REQUIREMENTS**

Considerable knowledge of modern methods of working with persons with mental retardation; considerable knowledge of goals, policies and organization of a residential living unit; considerable knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

**EXPERIENCE & TRAINING:**

**General Experience:**  
One (1) year's experience working with persons with mental retardation or other developmental disabilities at the level of Developmental Services Worker 2.

**SPECIAL REQUIREMENTS:**  
1. Incumbents in this class may be required to possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions.  
2. Incumbents in this class may be required to travel.

**PHYSICAL REQUIREMENT:**  
Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination may be required.

**WORKING CONDITIONS:**  
Incumbents in this class may be required to lift and restrain clients; may have some exposure to communicable/infectious diseases and to risk of injury from assaultive and/or abusive clients; may be exposed to moderately disagreeable conditions.

**TO APPLY:** Please complete a **CT-HR-12 employment application** which can be located at [www.das.state.ct.us](http://www.das.state.ct.us). Please reference the position number and provide copies of your last two performance appraisals. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59 PM on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**SEND APPLICATIONS TO:  
DDS SOUTH REGION**

**104 South Turnpike Rd., Wallingford, CT 06492**

**Attention: Recruiter**

**(203) 294-5122, Fax: (203) 294-5160 TT/TDD (203) 294-4475**

**An Affirmative Action and Equal Opportunity Employer**

C: S. Martin/K. Hayward